



DATE: March 24, 2004
TO: Superintendents, Program Coordinators, and Fiscal Officers
FROM: Terry Pruitt, Senior Associate
SUBJECT: 3rd Quarter Review and Year End Planning
Fiscal Guidance Memo (FGM-15)

FY04 Important Dates:

June 10, 2004 – May invoice is due by close of business.

June 21, 2004 – Projected year-end June invoice is due by close of business.

This invoice projects all expenditures, including salaries, operational costs and materials that have been ordered and received, through June 30, 2004.

July 6, 2004 -- Final FY04 invoice is due by close of business.

This invoice reports actual, year-end close out figures.

Invoices received after close of business July 6, 2004, will not be paid.

August 31, 2004 -- The Final Reconciliation invoice is due by close of business.

Submit your final invoice after closing your FY04 books and mark 'Final Reconciliation' in the note section of your KYAE-10 form. You **must submit** a Final Reconciliation form for each grant received.

If there are any bookkeeping changes to the July 6th invoice: Complete the Final Reconciliation invoice with budget and year to date columns as submitted on the July 6th invoice; list **only** the **CHANGES to the final invoice** in the column marked "month". If necessary, enclose a remittance check for the amount due KYAE.

Additional expenditures submitted after July 6, 2004 will not be paid.

Third Quarter Budget Review

Please review your expenditure and invoicing patterns for FY04. By the end of this month, invoices should be approaching 75 percent of your total allocation.

Budget Realignments/Amendments

Budget realignments/amendments must be completed by April 30, 2004. If requesting an amendment, use the KYAE-10B form available at <http://adulthood.state.ky.us>. Enter all current line item amounts and submit a *justification* for the request in the description of need field. If the proposed change alters the personnel budget, submit a revised staff qualifications sheet and include in a description of how this change will affect services.

Do not amend the current budget until you have been notified in writing that the request for amendment has been approved. Note: This restriction does not apply if you are realigning your budget (no line item change greater than 10% of original).

Travel Involving Meals – New Documentation Requirement

The Finance and Administration Cabinet has amended travel regulations, effective March 22, 2004. To receive reimbursement, all meal expenses incurred while traveling must be documented with a receipt. Reimbursement will be for the lesser of the state per diem rate or the receipt amount.

For auditing purposes, providers must now obtain receipts for all meal expenses invoiced as part of the KY Adult Education grant, regardless of local regulations. These receipts are to be maintained on site; **do not submit** them with the KYAE-10 invoice.

Professional Development Funds – COABE Conference

The Commission on Adult Basic Education (COABE) is holding its 2004 adult education conference in Columbus, Ohio, April 24 - 28. **Programs with unexpended adult education conference funds may use the PD funds to attend the COABE conference.** This funding was a special budget line item titled "AE State Conference registration".

While this conference is an approved professional development (PD) activity, PD credits will not be allocated. Therefore, adult educators using unspent adult education conference funds for the COABE conference must meet the PD requirement for the current fiscal year (see KYAE Policy and Procedure Manual for PD requirements).

Information about the conference is available at <http://www.coabe04.org/>.

Fourth Quarter Waiver

Contracts state that expenses for equipment and other instructional costs during the final quarter shall not exceed 15 percent of the total line item allocation. This limit is waived for FY04.

All goods and services *must be received on site* by **June 30, 2004**. Items encumbered, but not received by June 30 will not be reimbursed.